



MassHR

Commonwealth Supervisor Certificate Program

Leadership Matters

Application Checklist

We are pleased to offer you the opportunity to participate in the Commonwealth Supervisor Certificate Program. Supervisors who are interested in applying for this program must submit the **completed application packet** in order to be considered for participation. **Incomplete, late or faxed application packets will not be considered.**

Section 1

- ☐ Personal and Professional Contact Information
- ☐ Hard copy of Up-to-Date Typed Resume

Section II

- ☐ Typed responses to three Essay Questions. Must be in sentence format.

Section III

- ☐ Applicant's Signed Statement of Commitment

Section IV

- ☐ Letter of Support from Applicant's Supervisor
- ☐ Signature of Applicant's Supervisor
- ☐ Signature of Applicant's Agency Head or Designee

In order to be considered for the Class of 2012, all **original documents** must be received by **Friday, November 30, 2012 at 3:00 PM**. Mail or hand-deliver the original completed application packet to:

The Commonwealth Supervisor Certificate Program
Application Committee
Human Resources Division
1 Ashburton Place, Room 301
Boston, MA 02108